WaveWorks

Create a Job Requisition - All Faculty, Pre/Postdoc, and Librarian

WaveWorks Training

Agenda

Hiring Process Overview

- Create a Requisition
  - Position Control
  - Administrative Appointments
  - Open Rank Recruiting
  - Multiple Vacancies – One Requisition

Position Control and Vacant Positions

- Positions are assigned a single position code (exception adjuncts)
- Steps before creating a requisition
  - Verify available positions
    - Run a position report - **Guide**
      - If no vacancy exist, **request approval for a new position**
    - Verify line manager is correct
      - If line manager needs to be updated submit a **Help Desk** request through WaveWorks.

Administrative Appointments

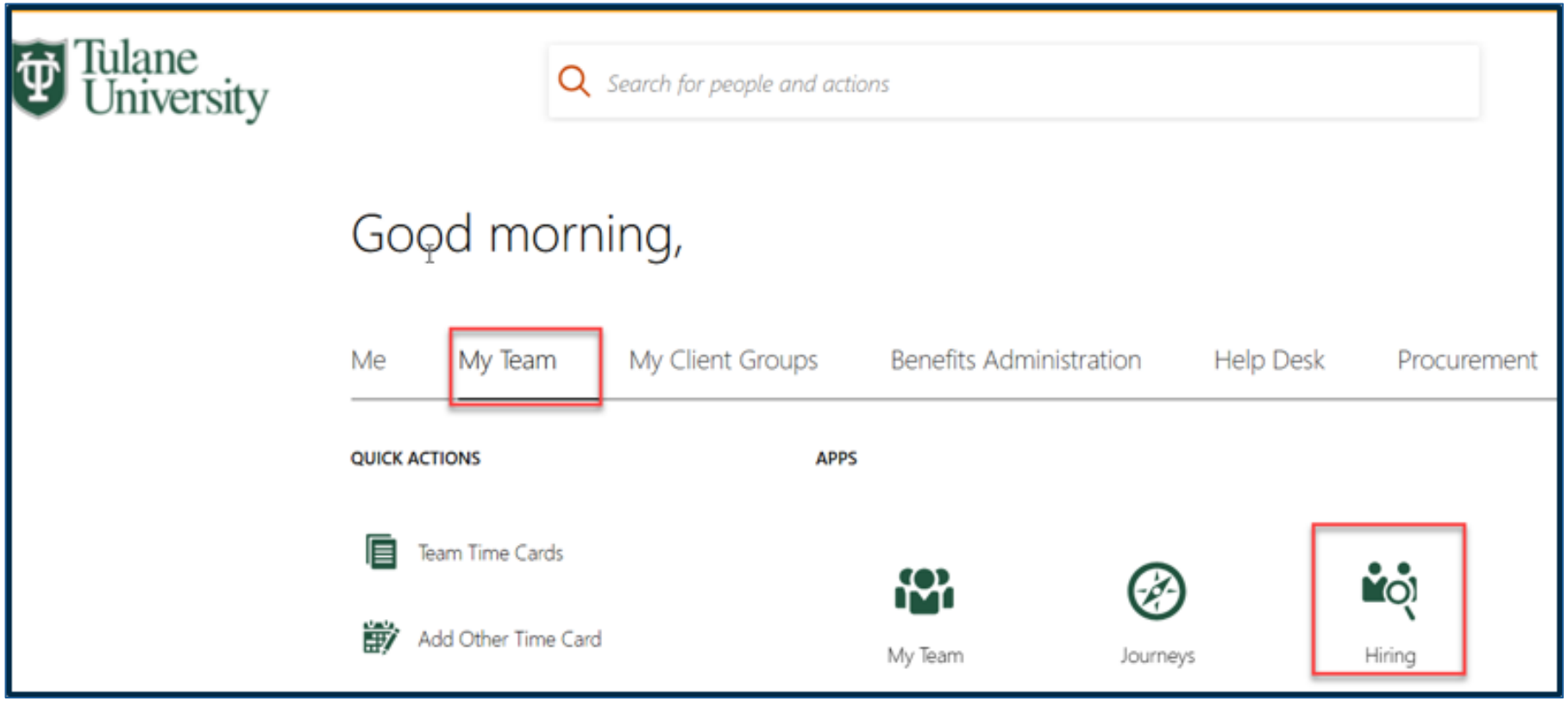
- Business titles are used in WaveWorks to designate a faculty or librarian administrative appointment
  - Submit requests using the **Faculty & Librarians Business Title or Track Change Request**
    - You must attach an executed appointment letter.
    - WSPH and SOM, require a new position code (Provost office will request this)

Create Requisition

Before creating a requisition, make sure you have the following information:

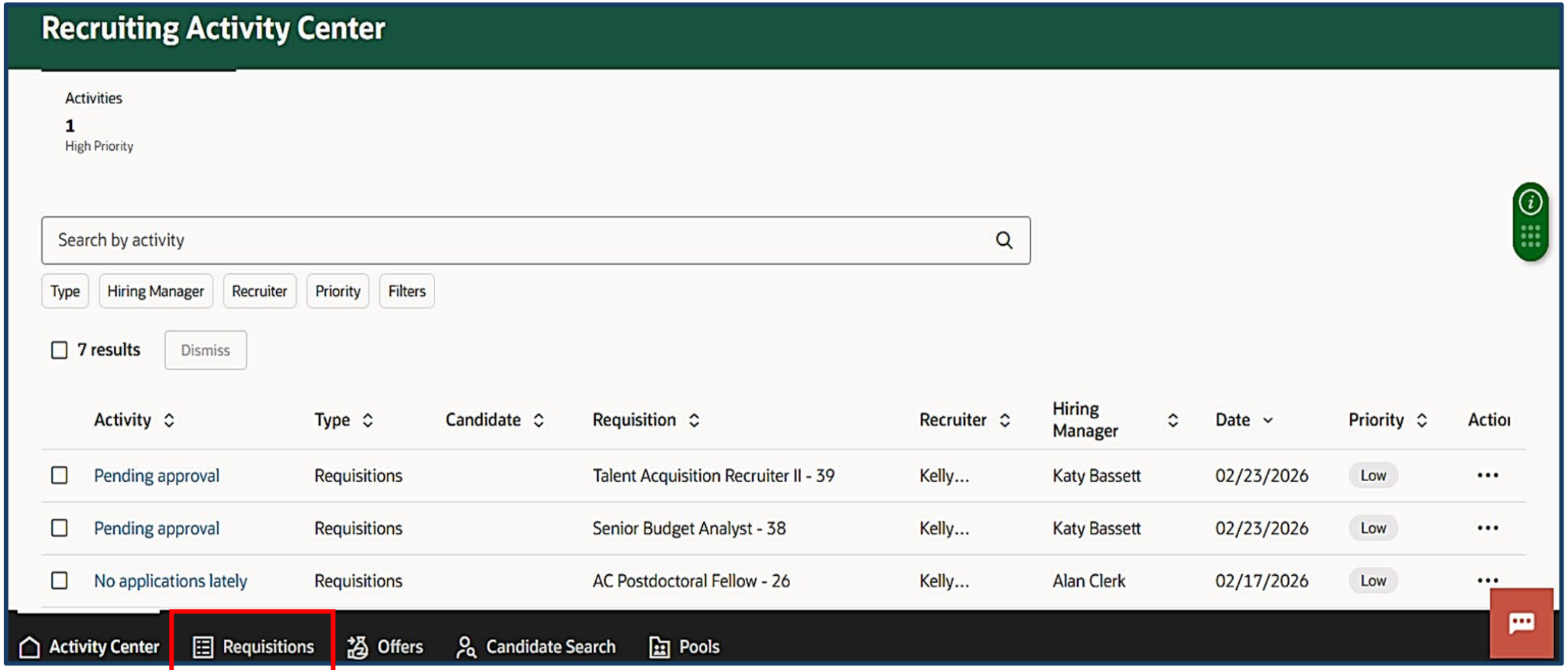
- Position name and code
- New! Department/Organization name
- Budgeted hourly rate for non-exempt or annual salary for exempt positions
- The name of the Talent Acquisition Recruiter assigned to your department (**Recruiter List by Organization**)
- The name of the staff or faculty who will be added to the Hiring Team as Collaborators or Department Hiring Administrator

Navigate to **My Team**>**Hiring**>

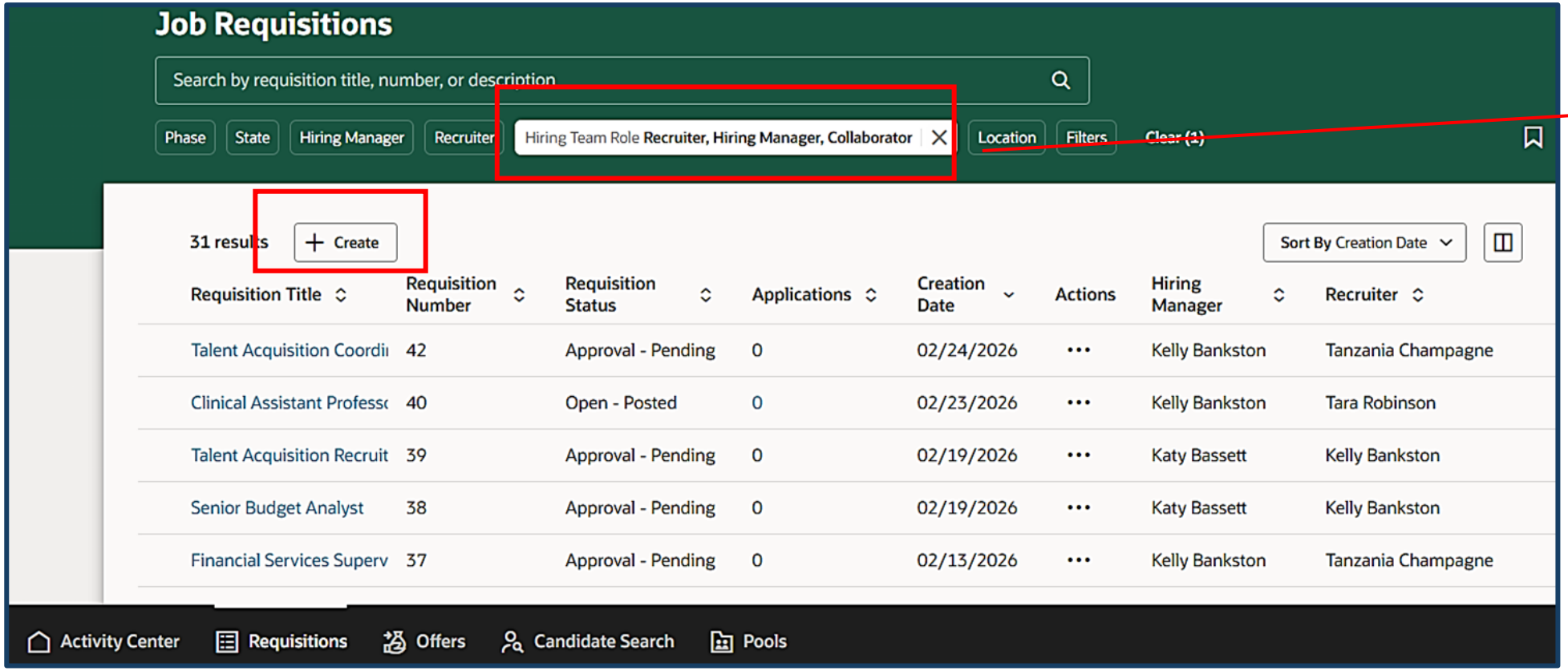


The Recruiting Activity Center will populate.

Select **Requisitions on the bottom navigation bar.**



The **Job Requisition** page displays and then click the + **Create** button



TIP
Filter defaults to **Hiring Team Role** of Recruiter, Hiring Manager or Collaborator.

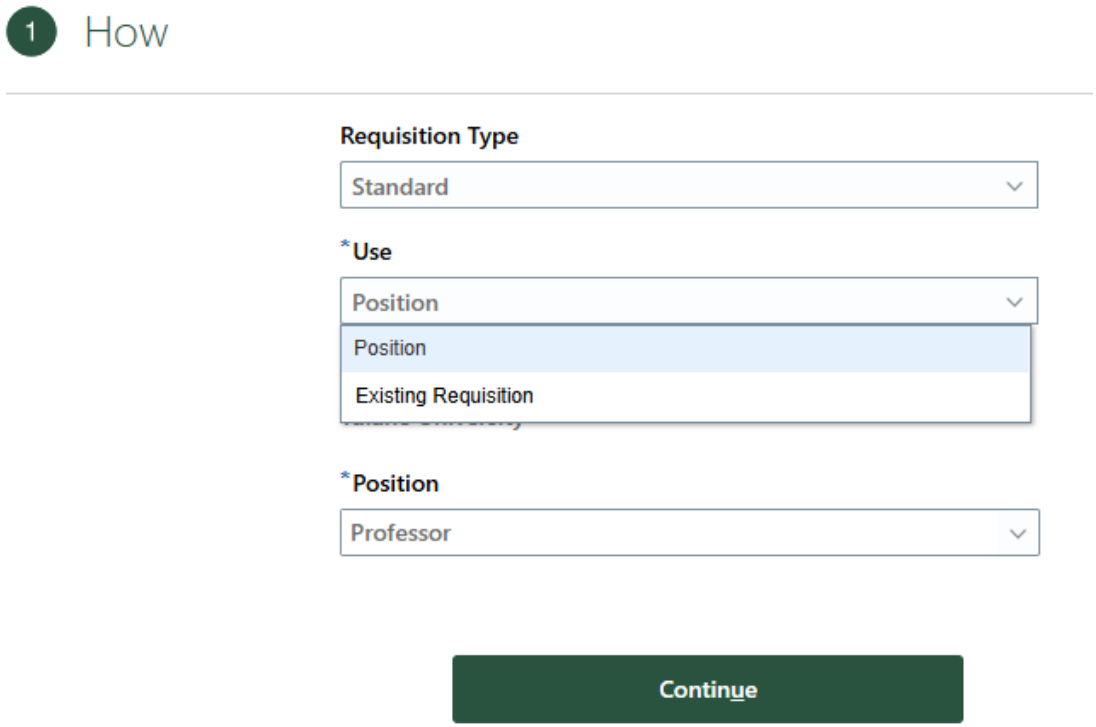
You must have one of these roles to view a requisition and the candidates.

The **Create Job Requisition steps** display.

You can create a Requisition by selecting '**Position**' or '**Existing Requisition**.'

For **'Position'** the recommended method is to search by Position Code. Enter the verified code in the position field.
Refer to the Position Code Guide to identify an available position or request a new code if necessary.

You can choose '**Existing Requisition'**, if you have one. You need to know the requisition number. Previous information will populate allowing you to edit.



What's changed?

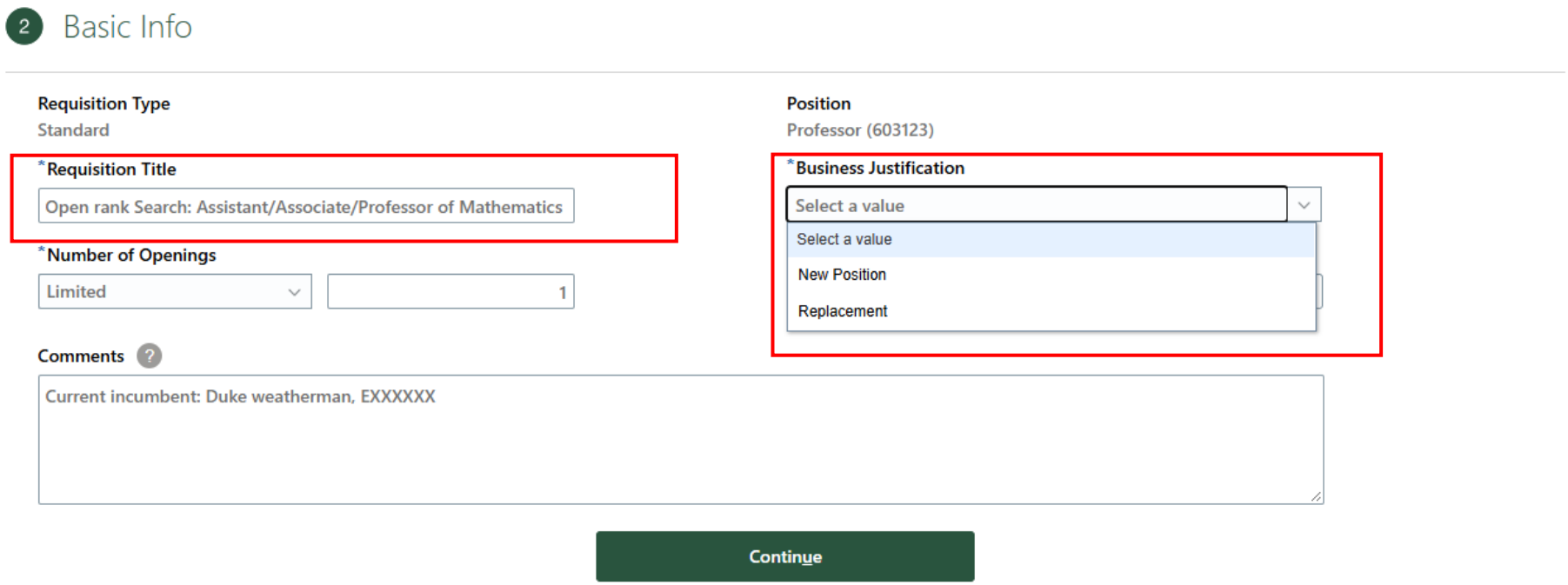
All positions are visible.

TIP

Search by Position Code

Lessons Learned

Do not select any available position with the same title, even in your dept. It MUST be vacant or the hire will error. Enter the position code you located through 'Positions' for the exact position.



TIP

For backfilling an existing position, select **Replacement**. It is recommended to add the current incumbent's name and employee number in the comments to assist with the approvals.

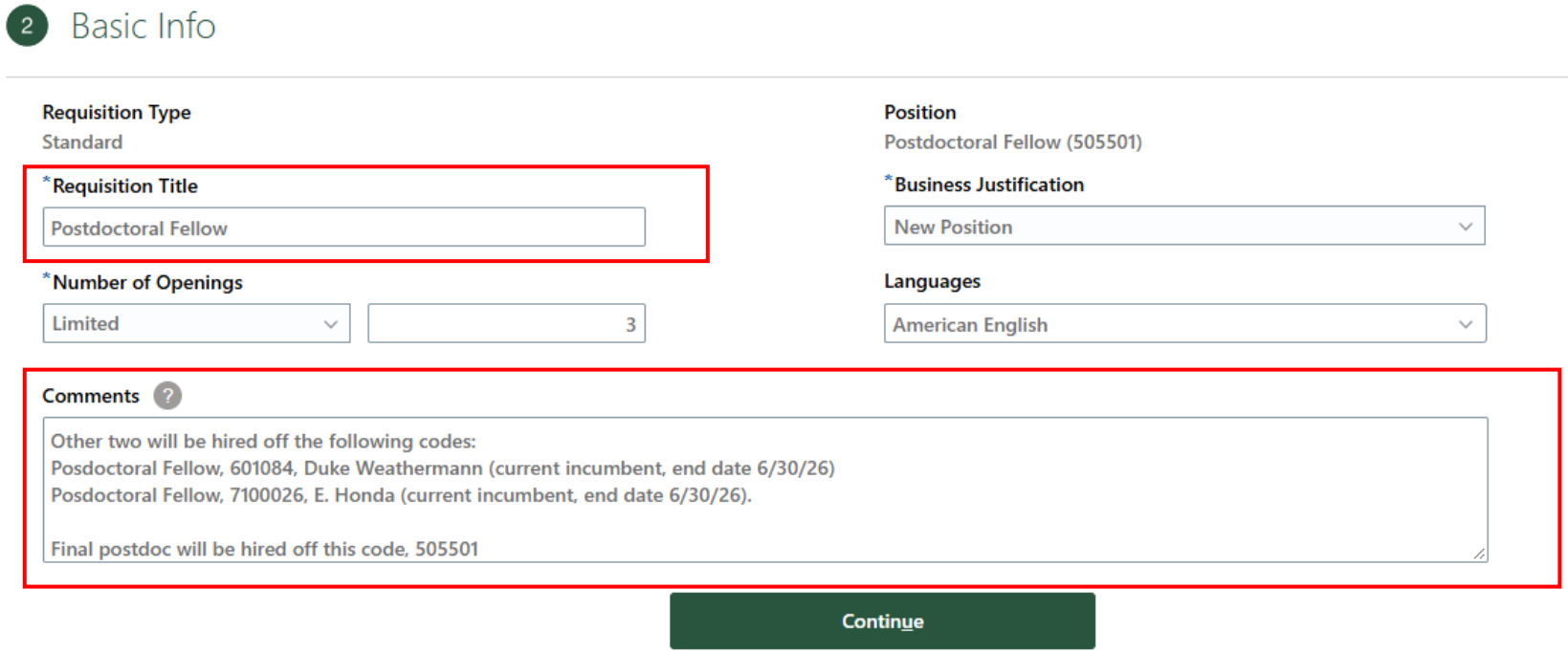
Requisition Title can be used to give a more descriptive title to the requisition position you are recruiting.

The default is the position name, such as "Professor".

Hiring Managers may edit the **Requisition Title** and add more description to the title. **Use this field to enter in the details of the Open Rank Search.**

New Position = vacant position never used before. This does not create a brand-new position to your org. You will still need a current vacant position code.

Replacement = backfilling an existing position. It is recommended to add the current incumbent's name in the comments to assist with the approvals.

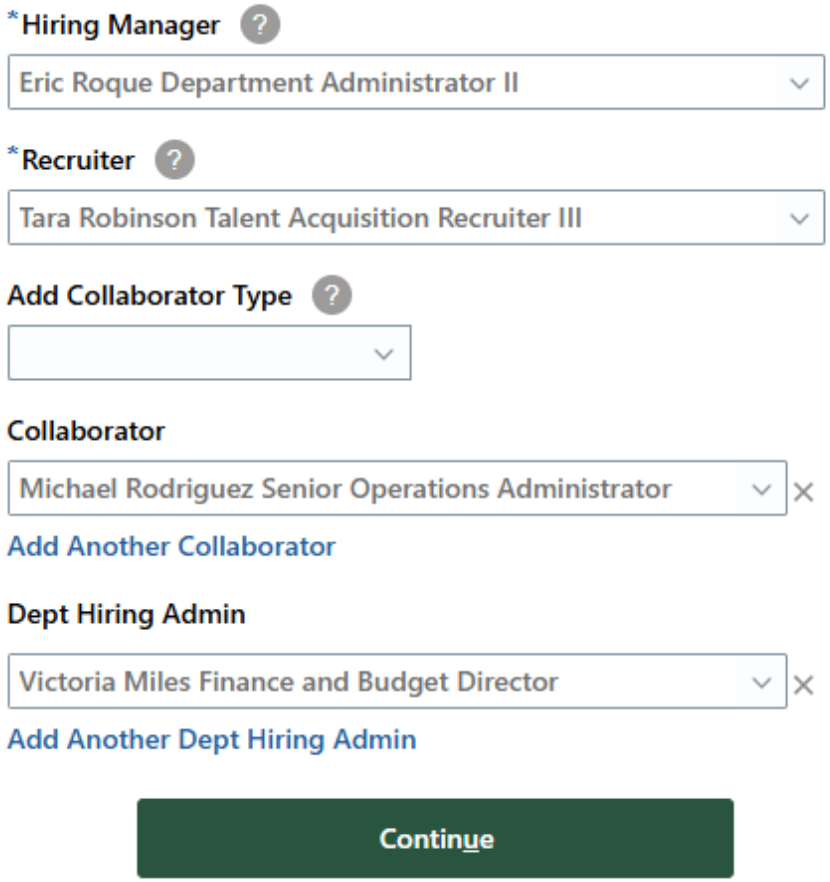


Number of Openings
In most cases this will be one position but, you may have approval for more than one. You must have vacant position code for every approved line.

Example you are recruiting 3 postdocs working with the same faculty member (line manager). You must have 3 vacant postdoc positions and add 3 to the number of openings.

In the comments include all 3 vacant position codes.

3 Hiring Team



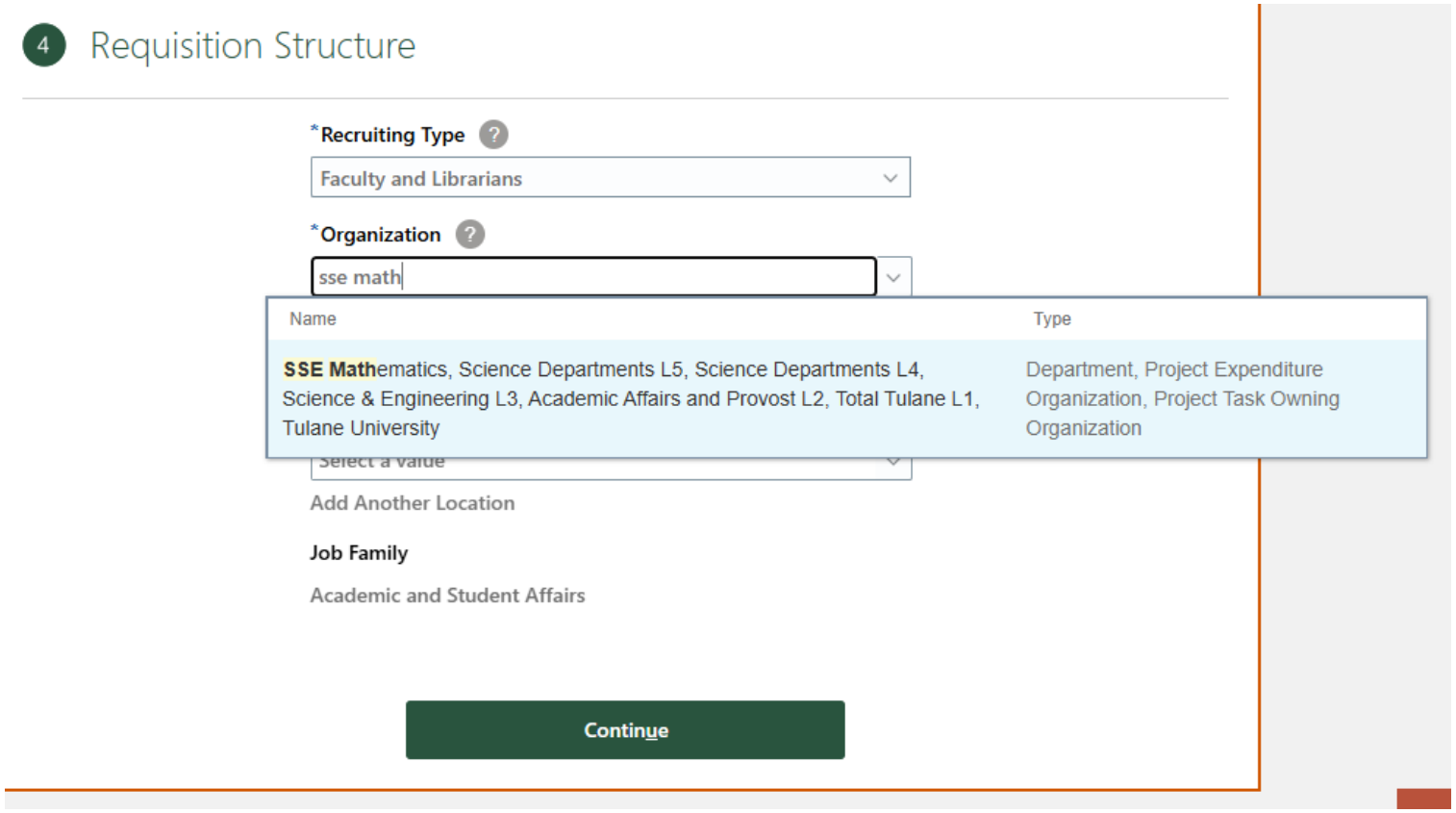
Hiring Manager: Your name will be defaulted as the Hiring Manager. In order for the correct approver workflow to initiate, it should remain your name.

NOTE: the name of the Hiring Manager WILL change on the OFFER to the ACTUAL supervisor of the position.

Recruiter: MUST be the name of the **Talent Acquisition Recruiter** assigned to your department. There is a list on the HR website for your reference.

Dept Hiring Admin: Allows that employee access to the Requisition and give ability to create an offer, even if this position is not in their direct reporting line.

Collaborator: Gives anyone access to view the requisition details and the candidates.



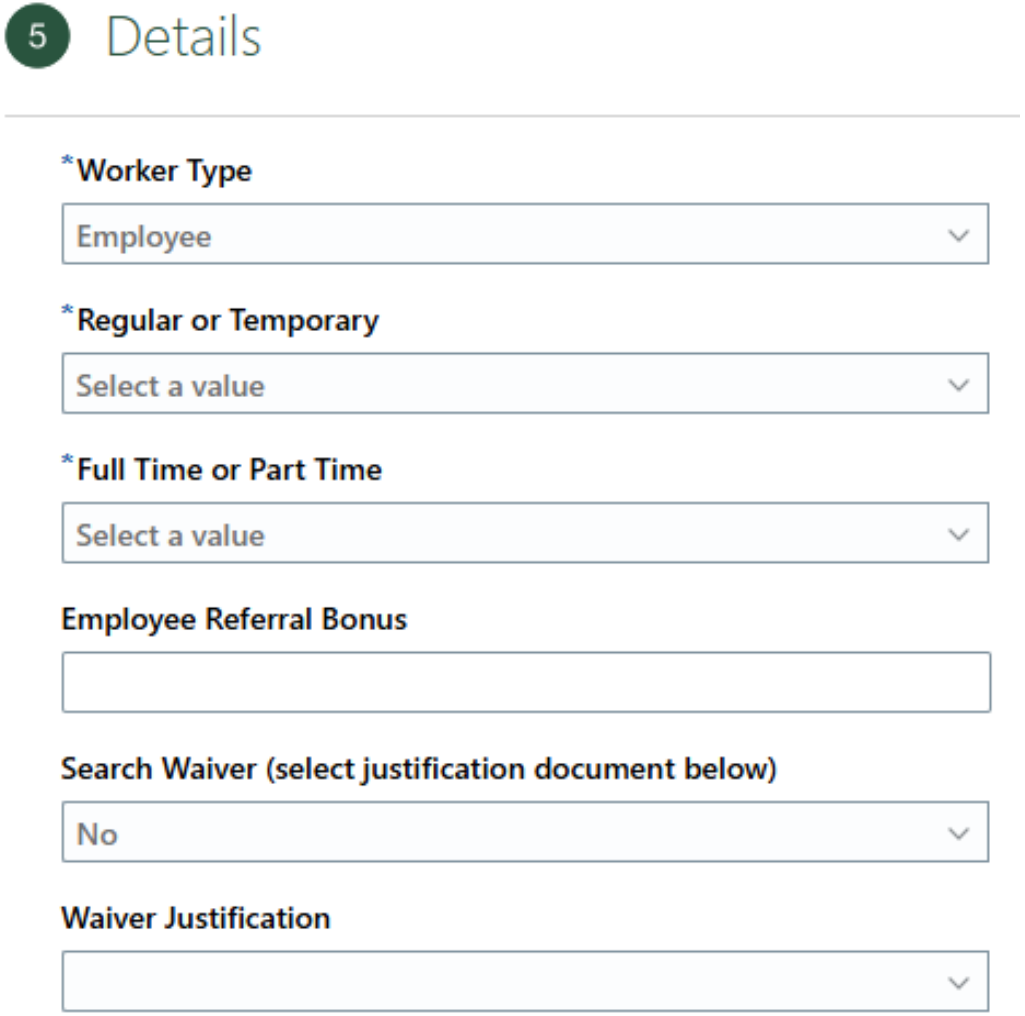
Recruiting Type defaults to **Faculty and Librarians**.

Be sure to **change** if creating a requisition for an **Adjunct or Postdoc.**

NEW REQUIRED FIELD: Organization

Please select the exact organization/department name. This allows Approvers outside of their direct line the ability to see details on the requisition.

The Approver will not have to be listed on the Requisition as a Collaborator (NEW reqs only.)



The **Worker Type** will be Employee.

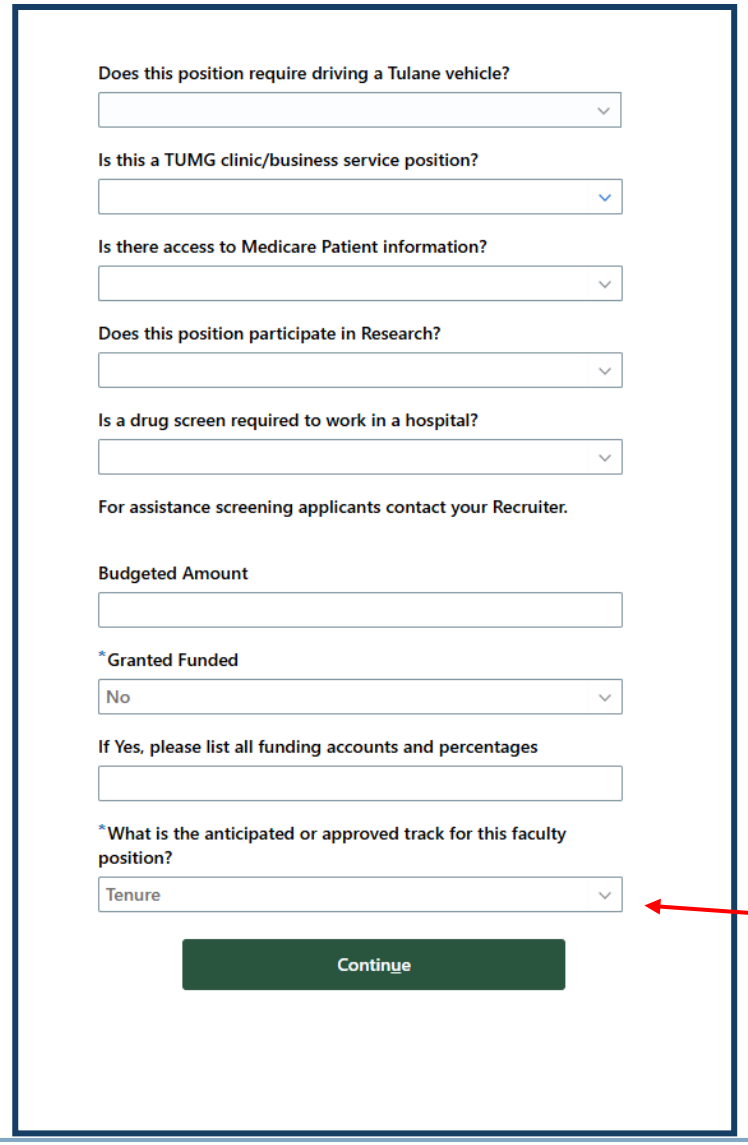
Select **Regular or Temporary**, **Full Time** or **Part Time**.

Job Shift and Education Level are **optional**.

Employee Referral Bonus is not currently being utilized.

Indicate if this is a **Search Waiver** and the reason. Search waivers for faculty, postdocs, and librarians are reviewed by the Office of Academic Affairs as part of the approval workflow. Adjunct positions do not need a search waiver.

Link to **search waiver policy** on Provost website.



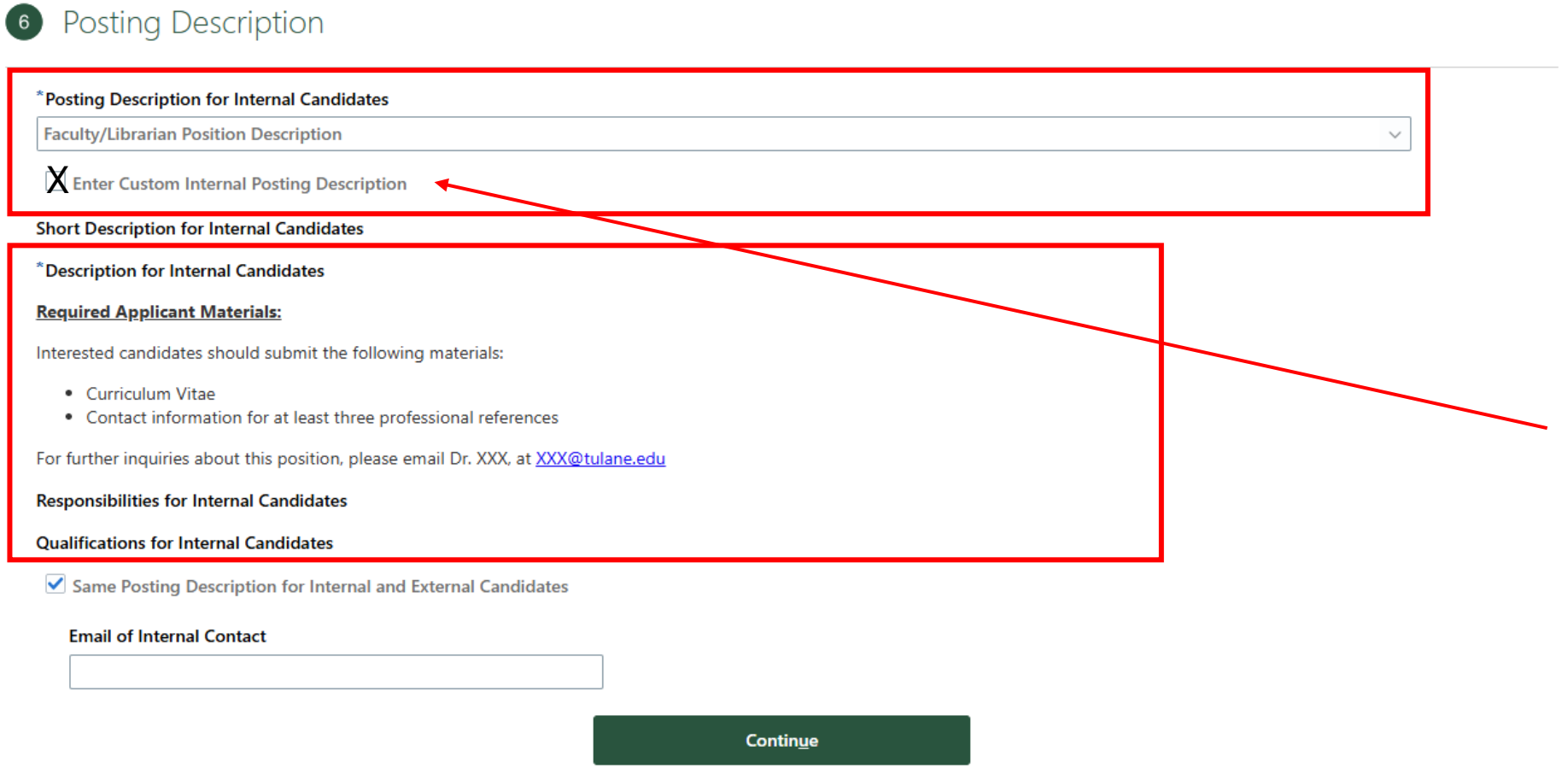
The next questions determine which background checks are required for positions.

Job Shift and Education Level are **optional**.

Budgeted Amount - For now, if you have added collaborators to the requisition that should not have access to the budgeted salary, **enter zero**. Otherwise, enter the budgeted amount for the position. This should be the hourly rate for non-exempt positions and the annual salary for exempt positions.

Indicate if the position is **Grant Funded** and any funding accounts and percentages.

Select the appropriate track for the faculty position. **Not Applicable is used for Predoctoral, Postdoctoral and Librarian hires.**

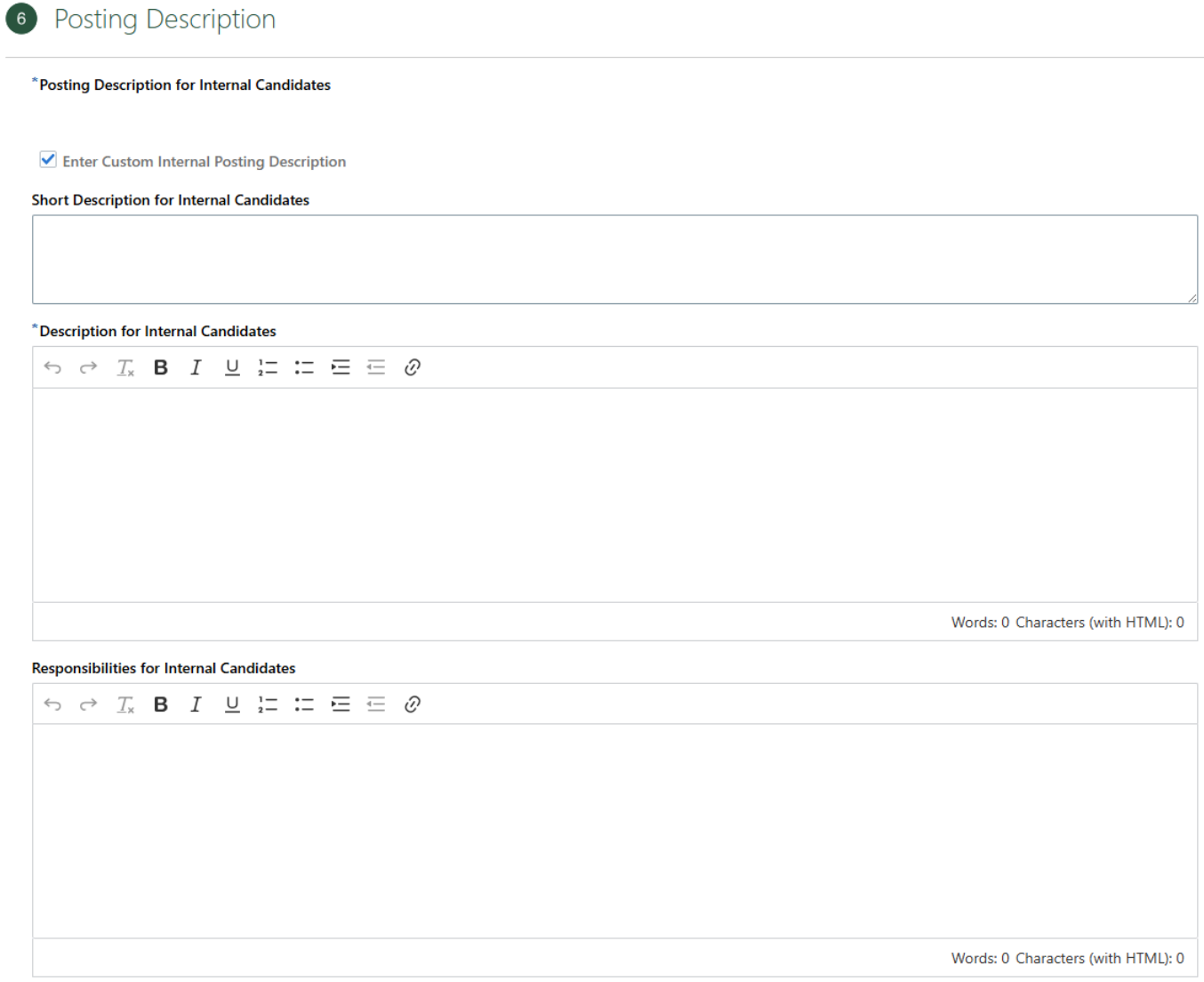


Check box, Custom Posting

This description will populate as an interim measure so you can complete the requisition submission.

For Faculty, Postdoc, and Librarian positions, you **MUST** check the box to enter custom internal and external posting descriptions.

You **MUST** specify the documents required for applicants to submit.



Short Description

This is the tag line and what people see when they search for a job on our job website. This should be 2-3 sentences max, an executive summary. This is what search engines used by candidates will use to look for key words, so it's important to be specific.

When the candidate clicks on the job link, they see the rest below:

Position Description

This is the job description and the details of the position. **VERY IMPORTANT** - This section should also include details on the application required documents and contact information.

Responsibilities

Provide job responsibilities.

Visiting Assistant Professor - Marketing

New Orleans, LA, United States **and 1 more** • POSTING DATE 03/24/2026

The A.B. Freeman School of Business at Tulane University is seeking applicants for a non-tenure system faculty position (Visiting Assistant Professor in Marketing). This is a full-time one-year appointment in the Freeman School's Marketing area. The position starts July 1, 2026. Salary, teaching load, and benefits are commensurate with other major research institutions. Hiring for this position is subject to budgetary approval by the university. Visiting Assistant Professors teach rigorous and engaging undergraduate and/or graduate courses, produce high-quality scholarly engagement activities and publications, and actively contribute to the research mission and research culture of the Freeman School.

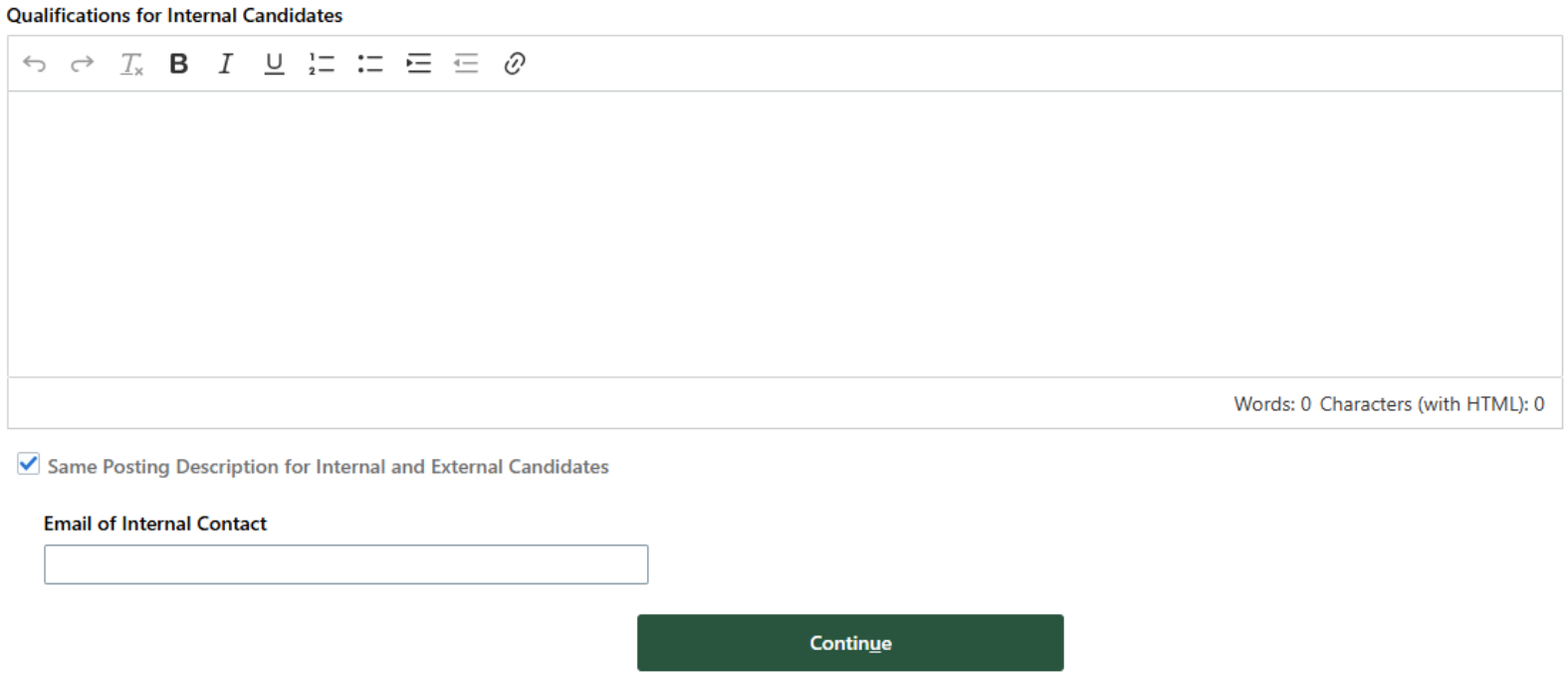
Associate Professor CT Southern Gulf Region

New Orleans, LA, United States • POSTING DATE 04/16/2026 • BE THE FIRST TO APPLY

Cardiothoracic Surgeon to join the Division of Cardiothoracic Surgery at one of its affiliated programs in the Southern Gulf Region.

Example Short Description

This is what visitors see when they visit the **Tulane Academic Careers** site.



Qualifications

List job qualifications, degree requirements, certifications, etc.

Example Full Job Description. This is what visitors see when they click the job link.

Professor

New Orleans, LA, United States

BE THE FIRST TO APPLY

JOB DESCRIPTION

Tulane University School of Medicine's Nephrology & Hypertension and Department of Surgery, Division of Transplant and HPB surgery is currently seeking candidates for a full-time clinical faculty position.

Tulane University is one of the premier medical schools in the southern United States and was among the first in the country to start organ transplant surgery. The Tulane Transplant Institute has seen remarkable growth in the past two years and is projected to do over 250 transplants this calendar year. The applicant will join an established group of four abdominal transplant surgeons, alongside support from trainees and allied health professionals. The abdominal transplant program has a dedicated OR, clinic space, and inpatient unit. In addition, the hospital is growing a centralized DCD unit, and the OPO has a Donor Care Unit where brain dead donors are transferred to.

RESPONSIBILITIES

Responsibilities will include participation in both the academic and research missions of the Tulane Department of Surgery. In addition to clinical duties at East Jefferson General Hospital and New Orleans Children's Hospital, it is incumbent to have a strong interest and active participation in the education of residents and medical students. Candidates should be comfortable performing liver, kidney, and pancreas transplants, along with organ donation with use of NRP and organ pump technology. Experience with living liver donation is highly desirable, and the candidate would take a leadership role in this.

QUALIFICATIONS

Qualified candidates:

- Must be ABS certified in general surgery or have its foreign equivalent.
- Must have finished ASTS-approved two-year transplantation fellowship by the commence date at Tulane University.
- Accreditation of the finished fellowship in liver and kidney transplantation is mandatory. UNOS qualification for living donor liver transplantation surgeon is strongly preferred.
- Experience in living donor nephrectomy is preferred.
- Must be able to present up-to-date surgery case logs during the fellowship and current practice, if applicable, upon request.
- Must be committed in teaching residents and medical students.
- Must include three professional reference in CV.

Questions can be addressed to Robert Hoover, MD, Professor, Chief, Divison of Nephrology & Hypertension at rhoover3@tulane.edu and Anil Paramesh, MD, Professor of Surgery, Chief, Division of Transplant and HPB surgery at aparames@tulane.edu

Example Full Job Description (continued). This is what visitors see when they click the job link.

ABOUT US

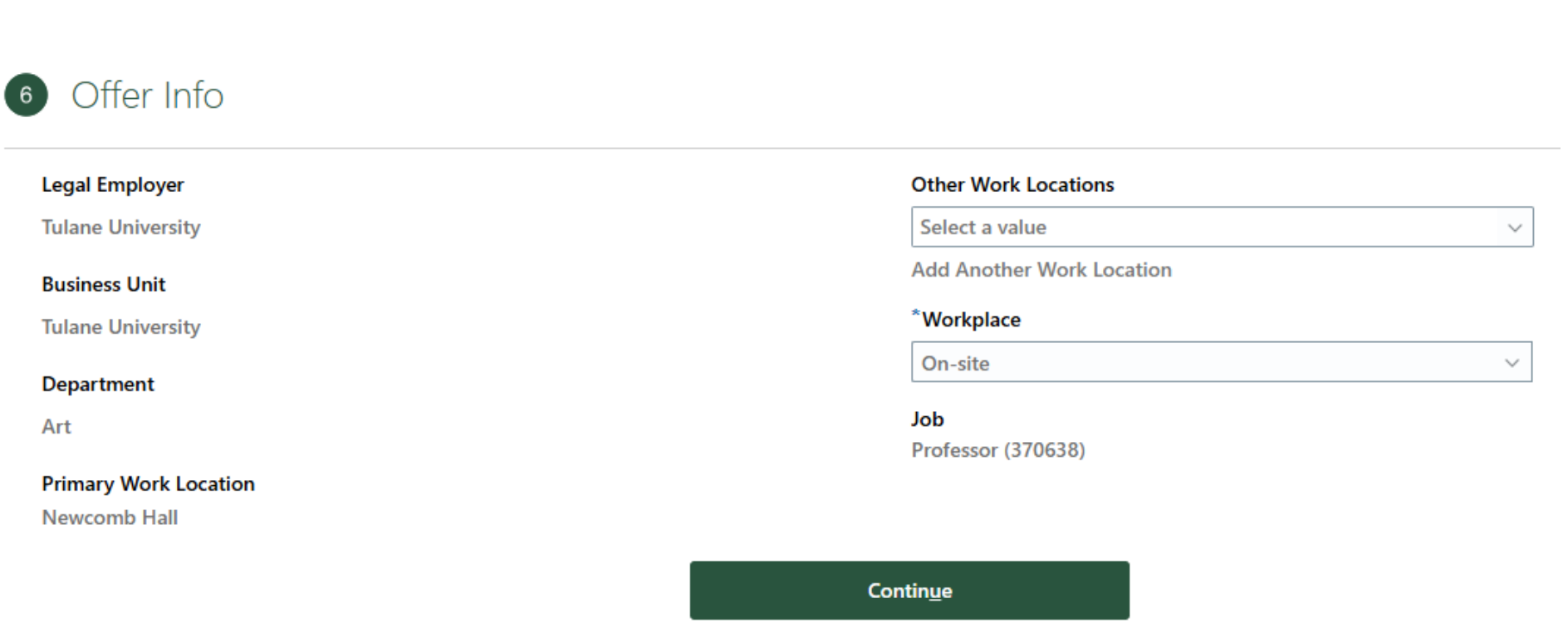
Tulane University is an equal opportunity educator and employer committed to providing an education and employment environment free of unlawful discrimination, harassment, and retaliation. Legally protected demographic classifications (such as a person's race, color, religion, age, sex, national origin, shared ancestry, disability, genetics, veteran status, or any other characteristic protected by federal, state, or local laws) are not relied upon as an eligibility, selection or participation criteria for Tulane's employment or educational programs or activities.

Tulane University is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing an application or during any phase of the interview process, please contact the Office of Human Resources by phone at 504-865-4748 or by email at hr@tulane.edu.

APPLY NOW

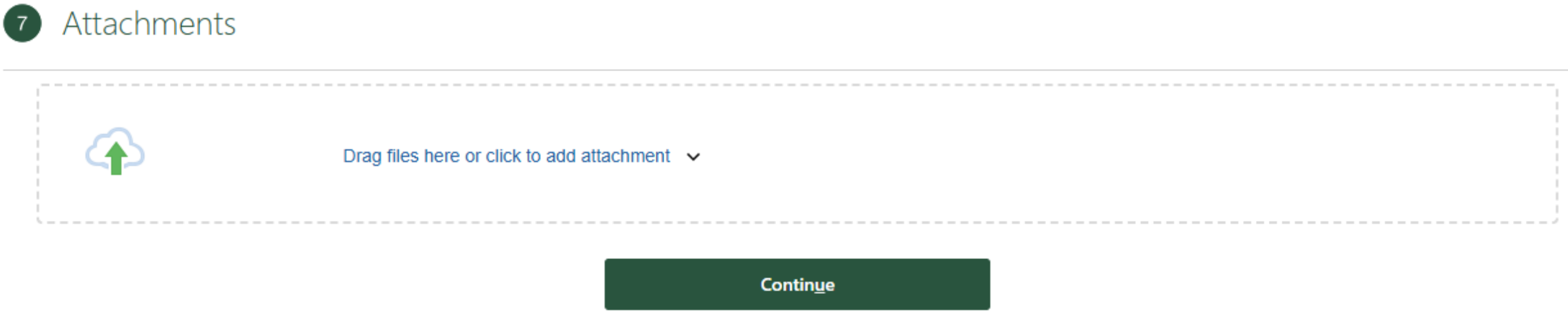
JOB INFO

Job Identification	1885
Job Category	Academic and Student Affairs
Posting Date	09/17/2026, 01:11 PM
Job Schedule	Full time
Locations	New Orleans, LA, United States
Legal Employer	Tulane University
Business Unit	Tulane University
Department	SOM Medicine - Nephrology
Grade	UNCLASSIFIED

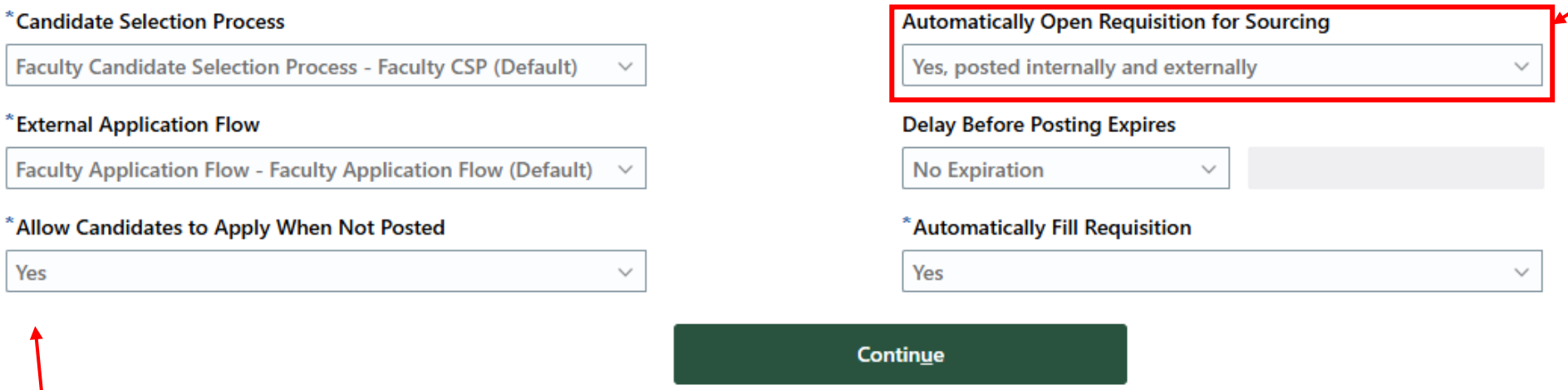


If '**Hybrid**' or '**Remote**' is selected for the '**Workplace**,' the requisition will route to additional approvers.

Use the attachments screen to upload any documents applicable to the job requisition.



8 Configuration



Indicates where the job will be posted:

Options:

- Not posted.
- Internally and externally
- Externally only
- Internally only

As noted earlier, Adjunct positions do not require a search waiver.

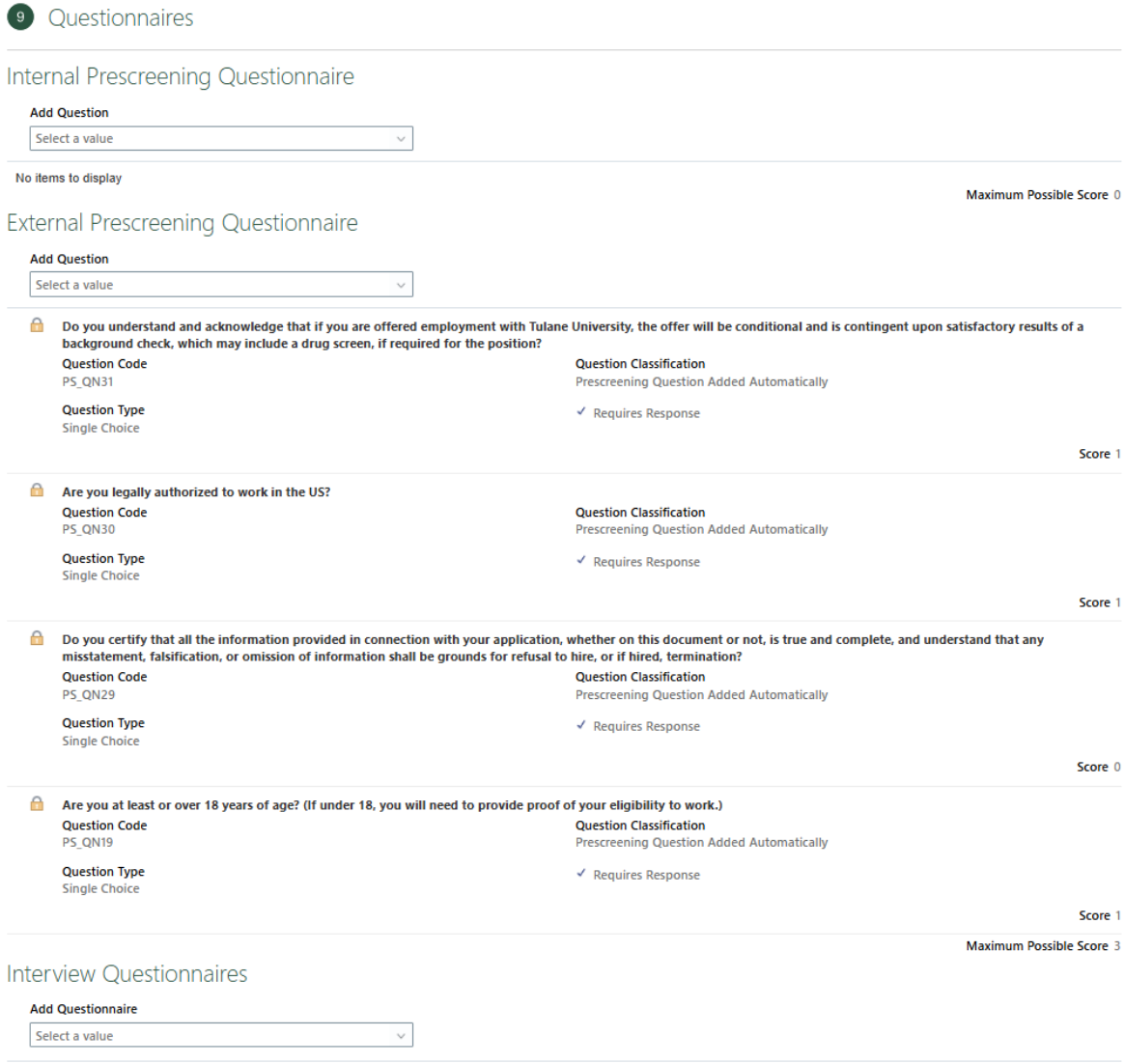
If you would like a specific candidate to apply for your adjunct position but are not opening a search, select **Yes, not posted.**

TIP

If you have an approved search waiver, you can share an application link for a requisition that is not posted to the candidate to apply. You will not have to create a new candidate, and it allows the candidate to complete their profile their way!

Be sure to answer 'Yes' so a candidate can be attached to the requisition.

Instructions: **Find and Share Links for Posted and Unposted Requisitions**

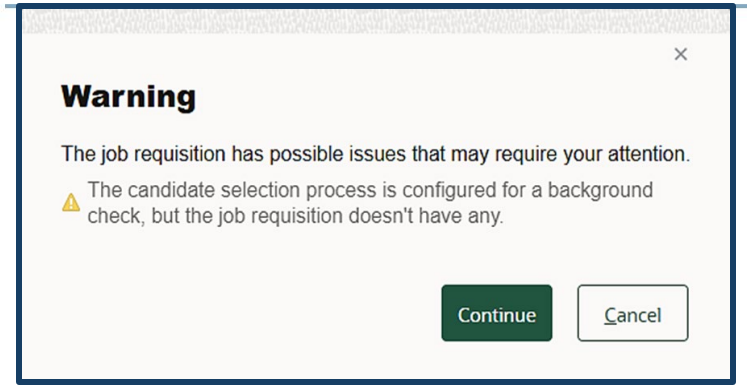


Prescreening questions can be added for specific positions or job groups. Please consult with your Recruiter for future use.

All candidates will receive the External Prescreening Questionnaire.

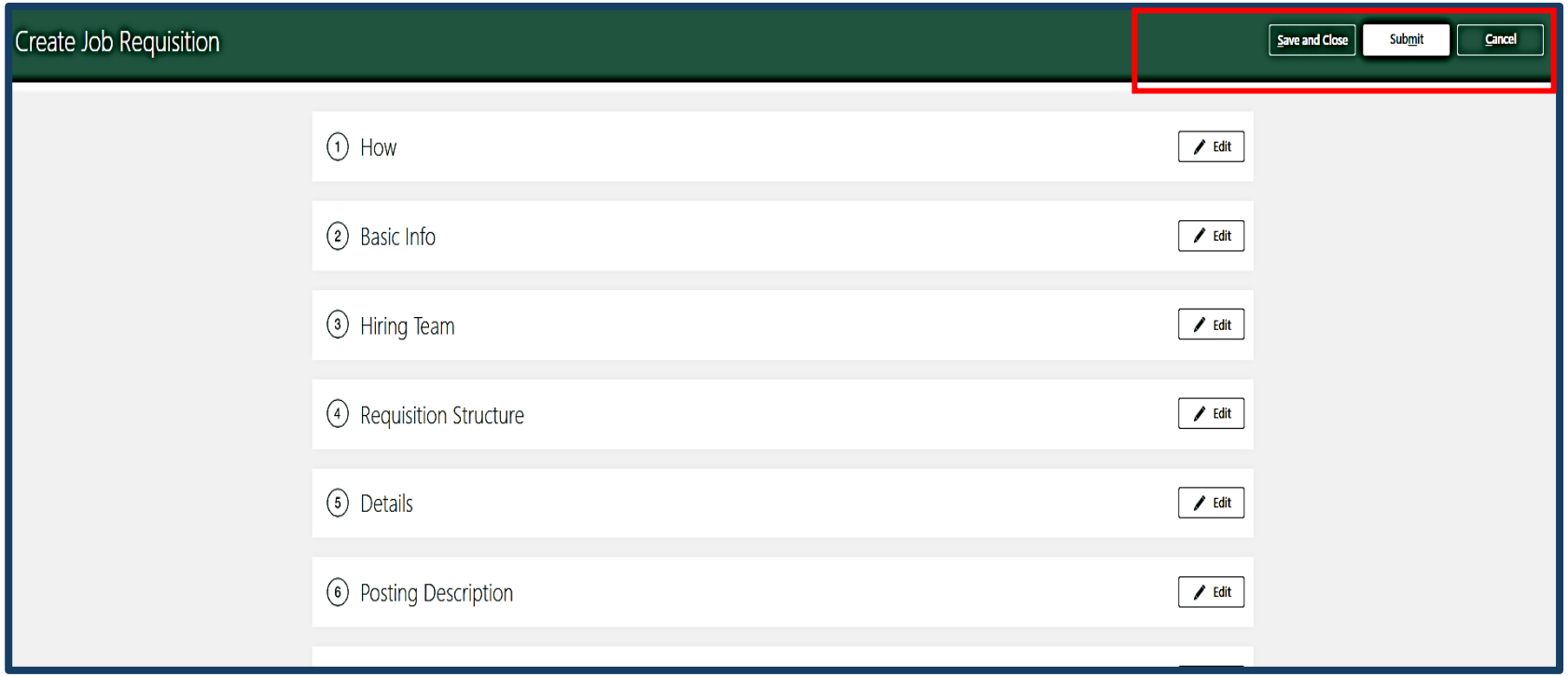
The answers will not automatically disqualify the candidate from consideration.

Working on process to add custom prescreening questionnaires.



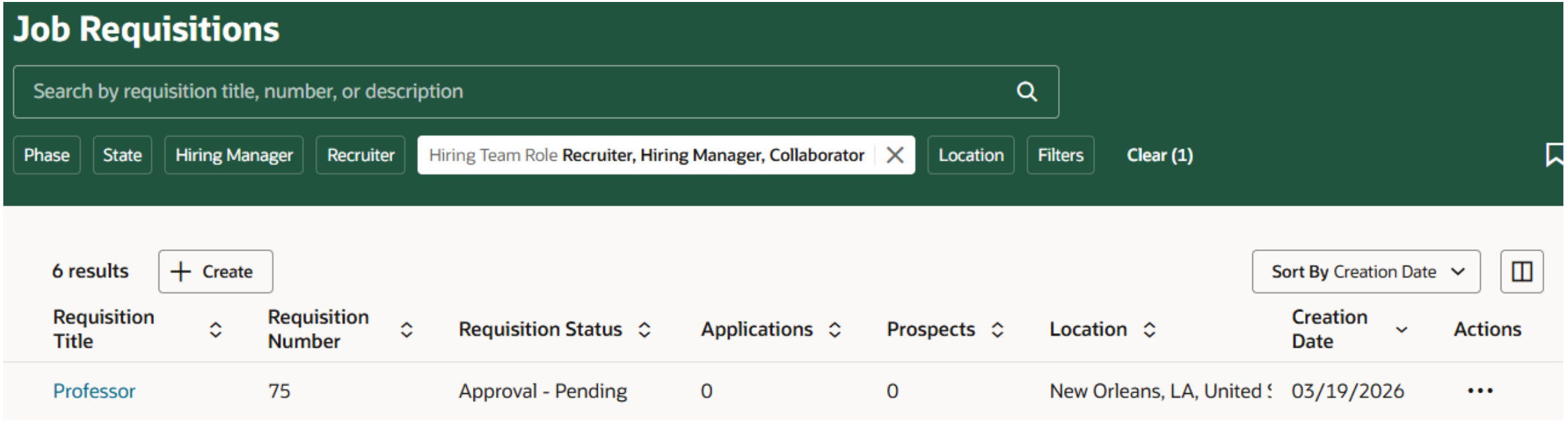
The last step - scroll to the top of the page and click '**Submit.**'

You can continue through the Warning as the Recruiter will add the background check in the approval process.



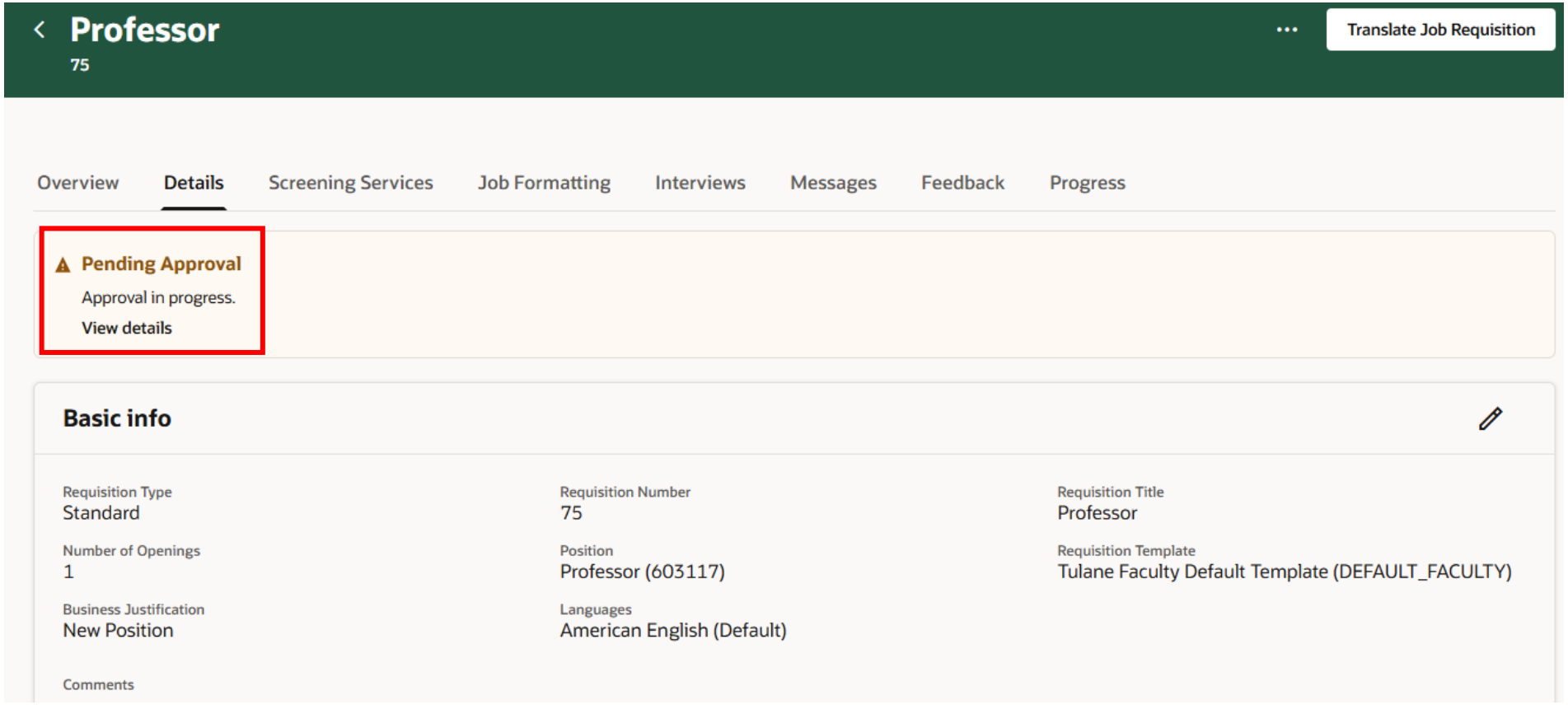
To view the approvals, go back the **Requisitions** tab.

When that page is refreshed, the new Requisition will populate with a status of '**Approval – Pending.**'

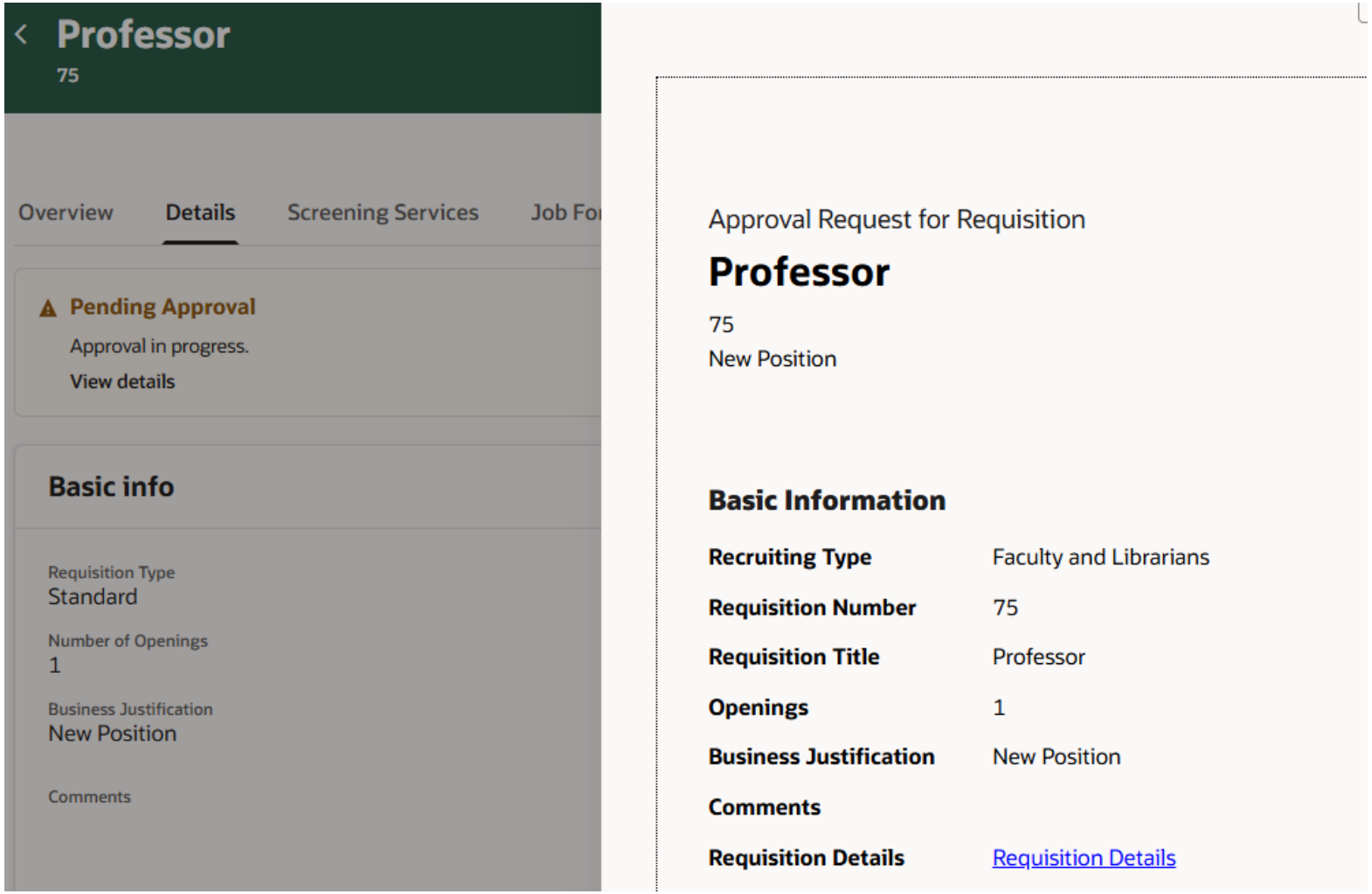


After selecting the **Requisition**, go to the '**Details**' tab at the top.

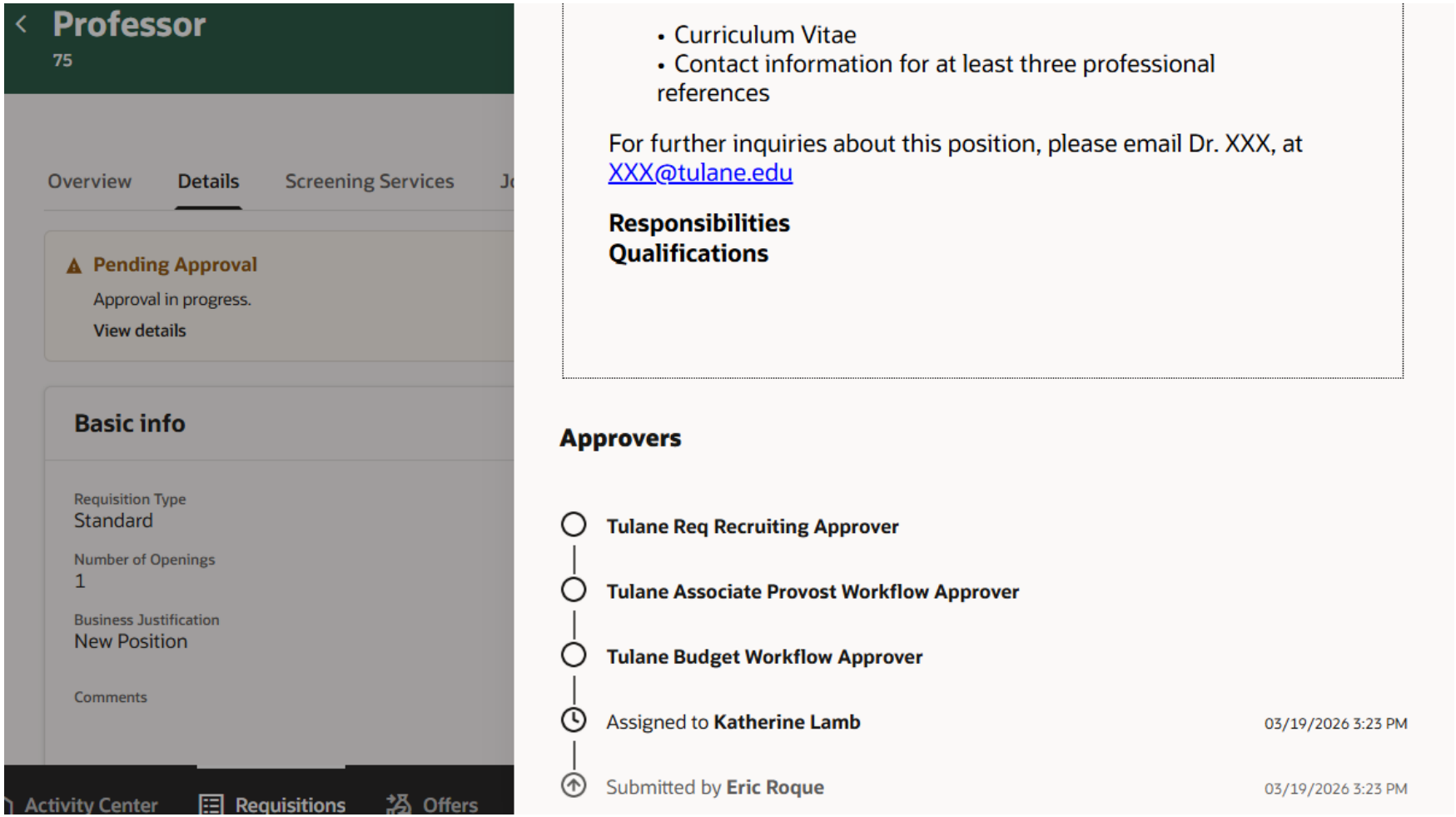
Click on '**View Details**.'



A page will slide out from the right side to show all details of the Requisition.

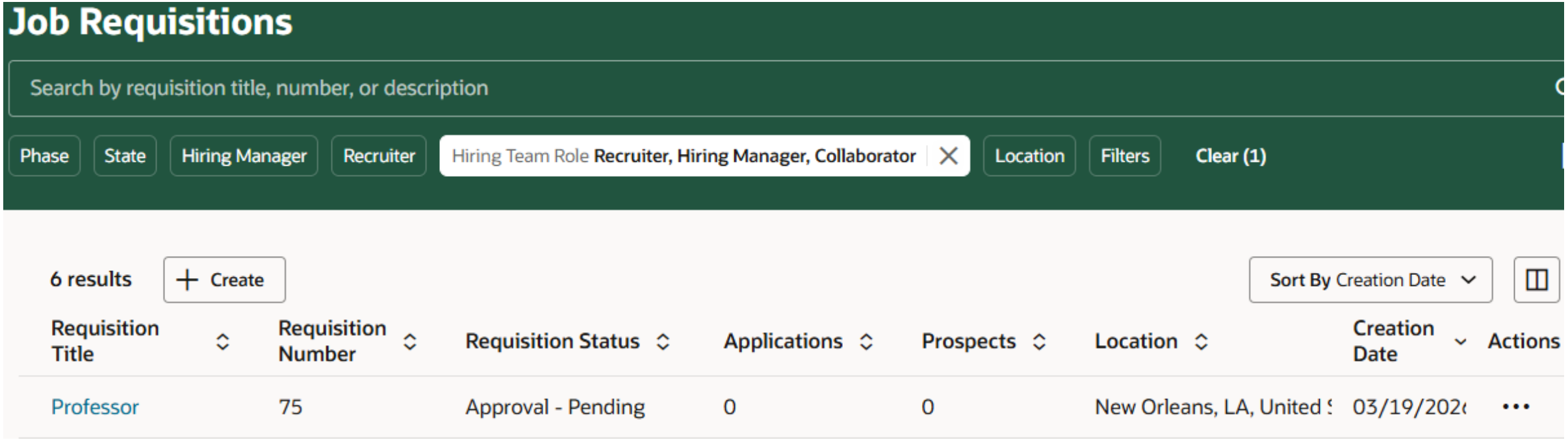


Scroll all the way to the end and the list of Approvers will be displayed.



You can check on the status of your requisitions by navigating back to

My Team > Hiring > Requisitions



Running a Search

Quick Tips

- **Confidential Letters of Recommendation QRG** on WW Website
- Search Committee Members = Collaborators
- AEO & Office of Academic Affairs **Faculty Search Guide and Training**
- Scoping Enhancements
  - Auto request for confidential letters of recommendation
  - Downloading documents more efficiently